



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post OUAGADOUGOU	2. Agency PEACE CORPS	3a. Position Number N0000
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position _____ <input checked="" type="checkbox"/> c. Other (explain) Review and Update		
5. Classification Action	Position Title and Series Code	Grade
a. Post Classification Authority	Program Specialist , FSN 4020	11
b. Other		
c. Proposed by Initiating Office		
6. Post Title Position (If different from official title) Deputy Administrative Officer	7. Name of Employee	
8. Office/Section	a. First Subdivision	
b. Second Subdivision	c. Third Subdivision	
9. This is a complete and accurate description of the duties and responsibilities of my position. Printed Name of Employee _____ Signature of Employee _____ Date (mm-dd-yyyy) _____	10. This is a complete and accurate description of the duties and responsibilities of this position. Jeffrey Estabrook Printed Name of Supervisor _____ [Signature] Signature of Supervisor _____ Date (mm-dd-yyyy) 5/4/10	
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Country PC Director/Shannon Meehan Printed Name of Chief or Agency Head _____ [Signature] Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy) 5/4/2010	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. BARNABY J. WALSH Printed Name of Admin or Human Resources Officer _____ [Signature] Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) 05-4-2010	
13. Basic Function Of Position The main purpose is to function as an assistant to the Administrative officer (AO). This would be in four areas; human resources, volunteer support and training, staff supervision, and financial management and planning. In addition this person would function as the AO when the AO is absent and also as the alternate cashier for post.		
14. Major Duties and Responsibilities _____ % of time 1) Human Resources: 30% of time Policies and Procedures: "In conjunction with the Country Director (CD), authors and maintains the Staff Handbook defining workplace policies and procedures. Ensures all staff members have up-to-date handbooks and understand the policies. "Helps maintain other handbooks/manuals as needed; e.g., the Peace Corps Volunteer (PCV) Handbook and the Close of Service (COS) Manual. <div style="text-align: right;">(See Addendum 1)</div> <div style="text-align: center;">(Continue on blank sheet)</div>		

Addendum 1

"Helps PSCs prepare their annual evaluations for Administrative Officer.

"Supervises the PCBF Timekeeper in her duties as they relate to time keeping, payroll hours reported, quarterly leave reports, and other duties.

"Supervises the Information Resource Center (IRC) Manager in her duties as they relate to PCV support and resources Recruitment:

"Work with staff to insure continuity of job announcements and that statement of work (SOWs) are complete and accurate.

"Ensures all jobs are posted according to competition guidelines.

"Seats on all selection committees; tracks and documents the results per competition guidelines

2) Financial:

20% of time

PCV related

"Maintains and updates tax reports for PCVs. Prepares PCV earning and tax statements

"Coordinates and maintains records of Readjustment Allowance allotment and withdrawal requests.

"Prepares Verification Reports on PCVs' RA, CIL upon HQ request.

Admin Unit

"Maintains V-year Chart for budgeting/programming purposes. Makes regular updates and tracks all the changes in volunteer numbers, status and projections.

"Signs off on travel vouchers as needed.

"Functions as backup cashier for PCBF; covers cashier position if absent.

Post Related

"Holds the purchase card for PCBF. Is responsible for the successful reconciliation of the card and complying with all regulations concerning its use.

3) Volunteer Support:

40% of time

Financial

"Administer and manage the PCV reimbursement and justification part of the PCPP and SPA programs

"Provide letters and other information detailing PCVs services as it relates to deferment of student loans

"Coordinates and analyzes Living Allowance Market Basket, Host Family, Settling-In, in-country per diem surveys.

"Administer the COS process for PCVs

"Oversees PCT and PCV records in VIDA database(including invitee reports, PCV/PCT status, current Volunteer e-mail lists, physical mailing addresses, Home of Record and Airport, banking information etc)

"Coordinates PCVs' Home of Record Changes, liaises with PC/W.

"Submits PCV rosters and VYear chart to PC/W as required.

Training

"Conducts administrative training sessions at in-service and pre-service trainings

"Prepares Administrative PowerPoint presentations for Pre-Service Trainings and Close of Service conferences.

PCV Status

"Drafts cables for PC HQ each time PCT/PCV status changes (Arrival, Swearing-In, COS, ET, Extension) etc.

"Coordinates and prepares all PCV documentation related to Resignation/Early termination, Close of Service.

"Sends all necessary paper and electronic files to PC/W after the PCV/T departs and updates PCV/T status with PC/W and in VIDA.

4) Other Duties:

10% of time

"Attend Senior Staff Meetings

"Be part of the duty phone rotation

15. Qualifications Required For Effective Performance

a. Education

University Degree required.

b. Prior Work Experience

Experience with the USG, Peace Corps or other State organization is required. Experience working with volunteers in a cross cultural setting, experience in multi-tasking and meeting deadlines in a high pressure atmosphere is required. Experience in a bi-lingual office setting is required.

c. Post Entry Training

Must attend cashier training as required. Must have training in FORPOST or have knowledge of it.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/rel/c).

Level IV (Fluency) required in speaking/writing English.

Level IV (fluency) required in speaking/writing French.

e. Job Knowledge

The job holder must have extensive knowledge of Peace Corps and the agency in Burkina Faso, the administrative section, human resources, and PCV projects. Must have a varied and strong knowledge of Burkina Faso and the Sahel. Must be knowledgeable concerning Peace Corps regulations, State department regulations, customs, and history in Burkina Faso. Must have cashier certification or have held it.

f. Skills and Abilities

Problem solving, ability to react to emergencies, ability to multi-task, ability to deal with HR issues, ability to understand finances and budgets, ability to function on a team.

16. Position Element

a. Supervision Received

Direct Supervision received from the Administrative Officer and overall supervision from the Peace Corps Country Director.

b. Supervision Exercised

Supervises program secretary, IRC manager as far as secondary projects are concerned.

c. Available Guidelines

Peace Corps and State Department guidelines.

d. Exercise of Judgment

Advice/supervision provided to PCVs on preparation and implementation of funded projects; development of sites and program recommendations. When acting as Administrative Officer.

e. Authority to Make Commitments

Assist in the drafting of contracts, will to have authority to enter into them.

f. Nature, Level, and Purpose of Contacts

Acts as an official representative and senior staff member of Peace Corps, contacts as appropriate at all levels.

g. Time Expected to Reach Full Performance Level

One year.